

## BI Electronic Plan Submittal Procedures for Residential Plan Review

1. Submit permit applications by Community Development ELM Portal:
2. The following must be submitted with the permit application, depending on the nature of work:
  - A. Plat
  - B. Soil Report (house specific)
  - C. Complete set of site specific Construction Plans
  - D. Environmental Engineering Documents
  - E. Documents for other reviewing departments which may include (Elevations, Landscape Plans, Proffered Conditions Checklist, Yard Grading diagram)
  - F. VDOT and Land Use Permit
  - G. Permit Fee
3. The structural coordinator for the permit applicant will upload all documents that apply (it may include as many sheets as required):
  - A. A single PDF file must have:
    1. Roof plan (either drawn by plan preparer and/or truss layout sheet from truss manufacturer)
    2. Attic plan
    3. Second floor wall bracing layout
    4. Second floor plan
    5. Second floor framing plan and/or I-joist layout
    6. First floor wall bracing layout
    7. First floor plan
    8. First floor framing plan and/or I-joist layout
    9. Basement plan
    10. Foundation plan
    11. Notes page
    12. Elevations
    13. Section(s)
    14. Details, job specific only
    15. All pages must be individually bookmarked
    16. Leave a 3" x 3" blank space at the top right corner of each submitted page for Chesterfield County's approval stamp which is applied at permit issuance.

Note: As always, do NOT submit non-structural details, including all MEP, cabinetry, and stairs details.

- B. Send all 8.5x11 attachments as separate pdf files:
  - 1. Wall bracing calcs and/or engineered shear wall calcs and details,
  - 2. Structural beam calcs in alpha numerical order,
  - 3. Truss detail sheets in alpha numerical order,
  - 4. Deck design (if you are using Chesterfield County deck packet).
  
- C. All submitted plans:
  - 1. One plan per sheet.
  - 2. Colored lines for such things as beams or special notes.
  - 3. Plan Reviewers must have permission to add comments.
  - 4. The VRC does not require sealed plans:
    - a. Except for a few specific instances (truss designs, retaining walls, etc.), or
    - b. As required by the building official for a specific issue, which is outside the realm of the VRC, or where we want an engineer/architect's seal to attest to his design.
  - 5. As allowed by DPOR, seals should be accompanied by a signature and date. The first instance should be wet sealed, and each one after that may be electronically stamped.
  
- 4. After plan review, you will receive an email either:
  - A. Approving the submitted plans.
  - B. Regarding corrections required with specific questions to be resolved. Once all departments have completed their initial review a review consolidation email will be sent with instructions to resubmit the corrected drawings.
  
- 5. Resubmit only the plan pages that require corrections through the portal. Repeat until the plans are correct.
  
- 6. Correct plans will be electronically stamped on each page. The final version will have the suffix "Review Approved – Approved for Final Review".
  
- 7. When the final electronic stamped version is received, print off one set of all documents, including attachments. An issued permit will be emailed separately.

February 2, 2021